

**ASSISTANT POLICE CHIEF  
STUDY GUIDE**

A written examination for the class of **ASSISTANT POLICE CHIEF** to be administered in **PINEVILLE** on **NOVEMBER 9, 2009**, will consist of 110 multiple-choice questions. The examination will test your knowledge in the following subject areas:

<b>SUBJECT AREA/KNOWLEDGE</b>	<b>APPROXIMATE % OF EXAM</b>
<b>POLICE ADMINISTRATION</b>  Knowledge of the principles of effective police administration, involving management theory and organizational behavior; researching, planning, organizing, directing, inspecting, and evaluating departmental operations; and personal management, including applicable provisions of civil service law; bookkeeping procedures; managing equipment, property, and supplies; and jail operations.	45.5%
<b>RECORDS/REPORTS/CORRESPONDENCE</b>  Knowledge of effective records-management practices, including preparation, content, format, and control; and knowledge of effective report preparation procedures, including the compilation and organization of data into an effective written format for reports or official correspondence.	13.6%
<b>SUPERVISION</b>  Knowledge of the practices and techniques used in effective supervision in order to plan, organize, direct, and evaluate the work of subordinates; to resolve conflicts; and to maintain discipline.	27.3%
<b>PUBLIC RELATIONS</b>  Knowledge of effective public relations practices which foster a positive public image of the department through contact with the media, other agencies, and the public; and public speaking.	13.6%

**REFERENCE LIST**

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

### **PRIMARY REFERENCE MATERIAL**

**EFFECTIVE SUPERVISORY PRACTICES/Better Results Through Teamwork**, 777 North Capitol, Washington, DC 20005, 4th ed, 2005. (NOTE: May also be obtained through LSU Firemen Training Program).

**SUPERVISION OF POLICE PERSONNEL**, Iannone N. F., Prentice - Hall, Inc.(Series in Criminal Justice), Englewood Cliffs, NJ 07632, 6th ed., 2001.

**ADVANCED SUPERVISORY PRACTICES**, International City/County Management Association, 777 N. Capitol Street N.E., Suite 500, Washington, D.C. 20002-4201, 1992.

**POLICE ADMINISTRATION**, Wilson, O. W. and McLauren, Roy C., McGraw-Hill Book Co., New York, N. Y., 5th ed., 1997.

**JAIL OFFICER'S TRAINING MANUAL**, National Sheriff's Association, 1450 Duke Street, Alexandria, VA 22314-3490, 16th printing, 2008.

**EFFECTIVE PUBLIC RELATIONS**, Cutlip, Scott M./Center, Allen M./Broom, Glen M., Prentice-Hall, Inc., Englewood Cliffs, NJ 07632, 8th ed., 2000.

**MANAGEMENT AND SUPERVISION OF LAW ENFORCEMENT PERSONNEL**, Schroeder, Donald J., ph.d (Captain, ret.), Lombardo, Frank (Deputy Inspector, ret.), Strollo, Jerry (Captain, ret.), Gould Publications, 199 State Street, Binghamton, NY 13901, 1st Ed., 1995.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.